



Indiana Family and Social Services Administration

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Policy Title: FSSA Standards of Appearance

Effective Date: February 20, 2019

Policy Purpose: FSSA employees do incredibly important work, in a 21st century advanced workforce. To acknowledge this, FSSA is implementing, effective immediately, a “Dress for the Day” policy, which is intended to set forth guidelines for dress and grooming standards expected of FSSA employees, while also taking into account personal choice and responsibility and allowing employees to dress for the content of their day.

Scope of Policy: This policy applies to all FSSA employees as well as contract workers, students and volunteers working in FSSA-run offices and facilities. Given the diversity of work activities and environments, there may be differing guidelines in certain parts of the agency. Direct care staff in the state-operated facilities will have requirements specific to the clinical and safety needs of their work. All agency staff visiting state-operated facilities will abide by the direct-care requirements of this policy. For additional information related to appearance and dress requirements in your functional areas, please consult with leadership of your division.

General Requirements:

Employees shall be well-groomed and presentable. All employees must practice appropriate personal hygiene measures (clean body, hair and clothing.)

Employees may dress appropriately for the content of their day.

Appropriate ID badges are to be worn by all workers and should be visible at all times.

Clothing worn by employees shall be clean, neat, in good repair, and appropriate to the work day.

Examples of clothing that is inappropriate for any staff (this list is not intended to be exhaustive):

- Any outfit that was made to be worn to nightclubs.
- Anything you would wear to the beach.
- Any garment that's dirty, ripped or faded.
- Anything that's too small for you.
- Exercise wear.
- Any garment with words on it, apart from our agency logo gear.
- Anything see-through or backless.
- Pajama bottoms or tops.
- Flip-flops.



- Anything you're not positive is appropriate for work.
- Hats and sunglasses are prohibited while indoors
- Camouflage clothing

Specific Requirements for Direct Care Workers:

State hospital employees and volunteers are required to wear their badges above the waist when on hospital grounds.

Jewelry is discouraged for direct care workers and those who work around mechanical equipment. For safety reasons, the following jewelry guidelines apply to employees working directly with patients and around equipment:

1. Earrings must be small. No hoop hearings through which any finger might fit.
2. Necklace with chain of maximum 18" length may have small pendant.
3. No facial piercing jewelry may be worn in patient care areas.
4. Lanyards are prohibited, unless equipped with break-away release connectors.
5. Jewelry will not be reimbursed if damaged.

Staff in direct care positions in state-operated facilities may be allowed to wear neat, clean, non-frayed jeans, subject to the Superintendent's discretion.

Sleeveless tops are prohibited in state operated facilities.

Chain belts are prohibited when working in direct care and treatment areas.

*Shorts may be allowed when working in non-air-conditioned buildings during summer months. In this case, they are to be no more than the width of a dollar bill above the knee, subject to the Superintendent's discretion.

*Sweat pants and shorts (weather appropriate) may be worn when participating in physical recreational activities with facility residents.

For safety reasons, employees working in direct care and treatment areas are required to wear clean, sturdy, leather-type shoes with closed heel and toe and non-slip soles. If shoes have laces, laces must be tied. High heels are not appropriate in direct care and treatment areas.

Maintenance, housekeeping, an dietary staff are required to wear sturdy, leather-type shoes with closed heel and toe and non-slip soles at all times. If shoes have laces, laces must be tied.

Enforcement: It will be the responsibility of supervisors to determine appropriateness of dress when questions arise. Please work with your teams to decide what attire reflects your needs. Supervisors are responsible for addressing any issues of appropriate dress. Employees who are deemed to present an inappropriate appearance will be sent home, without pay, to address the problem. Repeated violations of this policy, including the failure of supervisors to address violations, will be addressed through the disciplinary process.